

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, JANUARY 16, 2014
SISTER BAY FIRE STATION – 2258 MILL ROAD

The January 16, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:00 PM.

Present: President Lienau and Trustees Pam Abshire, Donna Scattergood, Scott Baker, John Clove, Pat Duffy, and Shane Solomon.

Staff Members: Village Administrator Zeke Jackson, Finance Director Juliana Neuman, and Janal Suppanz, Administrative Assistant.

Others: Laddie Chapman, Virginia Phelan, Allison Nesbitt, Richard and Jeanne Hoffman, Paige Funkhouser, Shirley Senarighi, Windy Bittorf, Larry Gajda, and Steve Gomoll.

Approval of minutes as published:

As to the minutes for the December 10, 2013 meeting of the Village Board:

Baker noted that the December 10, 2013 meeting was conducted at the Fire Station, not the Village Hall.

A motion was made by Duffy, seconded by Baker to approve the minutes for the December 10, 2013 meeting of the Village Board as amended. Motion carried - All ayes.

Comments and Correspondence:

Lienau asked if anyone in the audience wished to address a non-agenda item. No one responded. He then noted that a letter of thanks from the Village of Ephraim for support the Sister Bay-Liberty Grove Fire Department provided at the Ephraim Inn fire, as well as a letter of resignation from Sara Unkefer, a member of the Economic Development Committee, were included in the meeting packets.

New Business Items:

Item No. 1. Presentation by the Door County Civility Project:

Shirley Senarighi made a presentation on behalf of the Door County Civility Project, and noted that she and the other members of the Civility Project firmly believe each one of us can and must take actions to improve civility on a daily basis. The Door County Civility Project is a non-profit organization which is community based. The members of that group realize that disagreements are a part of everyday life, but also believe everyone should make a conscious effort to increase civility, even when disagreements do occur. There are basically nine tools of civility:

1. Pay attention
2. Listen,
3. Be inclusive,
4. Don't gossip,
5. Show respect,
6. Be agreeable,
7. Apologize,
8. Give constructive criticism, and,
9. Take responsibility and not shift blame.

Individual civility pledge sheets were included in the meeting packets, and Senarighi requested that each of the Board members seriously consider signing those documents. She also is requesting that the Village Board consider adopting the draft Resolution which was included in the meeting packets.

Lienau thanked Senarighi for taking the time to attend this meeting and pointed out that because there was a lengthy agenda, discussion would not take place regarding this agenda item until a later date.

Item No. 2. Consider a motion to adopt Resolution 280, which states that the Village Board will promote the use of and adherence to the nine tools of civility:

A motion was made by Lienau, seconded by Baker that Agenda Item No. 2 – Consider a motion to adopt Resolution 280, which states that the Village Board will promote the use of and adherence to the nine tools of civility, be tabled until a later Village Board Meeting. Motion carried – All ayes.

Item No. 12. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:

At 6:24 PM a motion was made by Lienau, seconded by Duffy that the Village Board convene into closed session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. A roll call vote was taken on the motion, and the Board members voted in the following fashion:

<i>Abshire – Aye;</i>	<i>Baker – Aye;</i>	<i>Clove – Aye;</i>
<i>Duffy – Aye.</i>	<i>Lienau – Aye;</i>	<i>Scattergood – Aye;</i>
		<i>Solomon – Aye.</i>

Motion carried.

Item No. 13. Consider a motion to reconvene into Open Session:

At 6:52 PM a motion was made by Lienau seconded by Baker that the Board reconvene into Open Session. A roll call vote was taken on that motion, and the Board members again voted in the following fashion:

<i>Abshire – Aye;</i>	<i>Baker – Aye;</i>	<i>Clove – Aye;</i>
<i>Duffy – Aye.</i>	<i>Lienau – Aye;</i>	<i>Scattergood – Aye;</i>
		<i>Solomon – Aye</i>

Motion carried.

Item No. 14. Consider a motion to take action, if required:

No formal action was taken.

At 6:55 P.M. a brief recess was taken and the Board reconvened at 7:02 P.M.

Item No. 3. Report on annual SBAA activities by the SBAA Coordinator Paige Funkhouser, and review of the SBAA budget for 2014:

The SBAA Coordinator, Paige Funkhouser, presented the 2014 SBAA budget and pointed out that all the festivals and special events which will be conducted and sponsored by the SBAA in 2014 are delineated in that document. Several of the Board members noted that the SBAA's

1 budget is “very tight”, and the suggestion was made that fees for special events be increased
2 slightly. Funkhouser responded that the SBAA Board of Directors discussed this issue and de-
3 cided that it would not be a wise course of action to raise fees as there is concern that such ac-
4 tions might deter people from coming to Sister Bay at all, which will hurt the entire business
5 community. If budget shortfalls do occur cost saving measures will be taken.

6
7 Lienau stated that he realizes there is a lot of “behind the scenes” work going on at the SBAA,
8 and thanked Funkhouser and the entire SBAA Board of Directors for all their service to the
9 community. The other Village Board members concurred.

10
11 **Item No. 4. Consider a motion to approve Resolution 279 opposing SB 349, which document**
12 **pertains to non-metallic mining:**

13 Senate Bill 349, (SB 349), limits the authority of political subdivisions of the State of Wisconsin
14 to regulate non-metallic mining and removes a local government’s authority to regulate those
15 activities. This will significantly limit a municipality’s ability to protect the health, safety and
16 welfare of its citizens by removing regulatory authority over such items as water quality protec-
17 tion, natural buffer maintenance, and/or noise limitations. The full text of the legislation and an
18 analysis of it was included in the meeting packets, and the Board members jointly reviewed
19 that documentation. At a recent DCEDC meeting Jackson, Baker and the Door County Adminis-
20 trator, Maureen Murphy, spoke in opposition to SB 349.

21
22 *A motion was made by Lienau, seconded by Duffy that the Village Board passes and adopts*
23 *Resolution No. 279 voicing opposition to SB 349, which document pertains to regulation of*
24 *non-metallic mining. Motion carried – All ayes.*

25
26 **Item No. 5. Consider a motion to accept the recommendation of the Parks Committee to**
27 **award a contract for public construction of a performance pavilion to Zeise Construction of**
28 **Green Bay for a cost ranging between \$450,000 and \$490,000, with the Village’s contribution**
29 **not exceeding \$50,000; and authorize the Village President to sign the Notice of Award and**
30 **Contract:**

31 Zeise Construction was the low bidder for the Pavilion Project. The Parks Committee has rec-
32 ommended that final plans for that project be approved, and that the total cost of the project
33 not exceed \$450,000, with the Village’s contribution not exceeding \$50,000. Originally cost
34 estimates came in at approximately \$485,000, but as a cost saving measure the Committee
35 recommended elimination of natural stone on the interior of the stage and also suggested that
36 the “I” beams be exposed. It would be nice to have those items, and they were preferred by the
37 donors, and, therefore, Jackson will attempt to solicit additional donations for the excess
38 amount. In order to cover the Village’s contribution the 2014 budget would have to be amend-
39 ed and CIP fund reallocations made.

40
41 *A motion was made by Clove, seconded by Baker that the Village Board conditionally approves*
42 *a contract with Zeise Construction of Green Bay, WI for the construction of a performance pa-*
43 *vilion, and authorizes the Village President to execute an applicable contract and award letter.*
44 *The cost of the pavilion shall not exceed \$485,000, and the Village’s contribution for that struc-*
45 *ture shall not exceed \$50,000. Motion carried – All ayes.*

46
47 *It was the consensus that once Jackson knows whether or not additional funds will be donated,*
48 *the possibility of doing budget amendments and CIP fund reallocation shall be referred to the*
49 *Finance Committee.*

Item No. 6. Consider a motion to approve an amendment to the Board of Trustee Bylaws:

Item No. 7. Consider a motion to approve an amendment to the Rules of Order and Organization for all Standing and Special Committees/Commissions:

The Waterfront Master Plan presented the philosophy that the face of Sister Bay is its waterfront. With the beach and pavilion projects moving forward, it is anticipated that use of the parks and marina will increase significantly. That increased usage will tax the amenities which are presently available and they will quite likely have to be upgraded. Village officials will also need to plan for the relocation of the Visitor Center. Hence, Lienau is recommending that an Ad Hoc Waterfront Oversight Committee be created. The Waterfront Oversight Committee would be made up of one member of the Finance Committee, one member of the Marina Committee, one member of the Parks Committee, one SBAA representative and one citizen.

In light of the fact that a significant portion of the Village's workforce has reached or is nearing retirement age Village officials should begin to actively consider how they will move forward with employee compensation and benefits, both for current and future employees. Challenges of recruitment and retention must also be met with an appropriate wage and benefits structure which will allow for attraction of quality candidates. Therefore, Lienau is also recommending that an Ad Hoc Administrative and Compensation Oversight Committee be created. That committee would be made up of the Village President, one member of the Finance Committee, one member of the Personnel Committee and one citizen.

If the previously mentioned committees are created it will be necessary for amendments to be made to the Village Board Bylaws as well as the Rules of Order & Organization for Village Committees and Commissions. Drafts of both of those documents were included in the meeting packets, and the Board members jointly reviewed them. A few revisions were suggested and Jackson took note of all of them.

A motion was made by Lienau, seconded by Abshire that the Village Board approves the suggested revisions to the Board of Trustee Bylaws and Rules of Order and Organization for all Standing and Special Committees and Commissions as amended. Motion carried – All ayes.

Scattergood pointed out that the By-Laws state that Board members should have NIMS Training, and asked when an applicable training session will be conducted. Jackson will do some research on this issue and, if possible, schedule training for all the Board members who are not compliant.

Item No. 8. Consider a motion to adjust the meeting frequency of certain committees:

With the creation of the previously mentioned committees there is a distinct possibility that Board and Committee members as well as the Village's budget will become overtaxed, and, therefore, Jackson and Lienau are suggesting that Fire Board, Teen Center Board and Utilities Committee meetings only take place on a quarterly basis. If issues come up that need to be addressed prior to the quarterly meetings referrals could be made to the Village Board, or, if necessary special meetings conducted. It was the consensus that this will be an acceptable practice. It was also the consensus that if the determination is made that other Village Committees could adjust their meeting frequency the Chairperson(s) of that/those committee(s) should contact Jackson to discuss implementation strategies.

Item No. 9. Consider a motion to approve funding for business enhancement signage and advertising:

The Bay Shore Drive Utilities Project has caused significant disruption to normal traffic flow throughout the Village. A number of business owners have contacted Jackson regarding this is-

1 sue, and he is disheartened to learn that when comparing year-to-date sales figures many busi-
2 nesses are experiencing declines of up to 50%. He is also hearing that a number of “locals” are
3 not even aware that businesses along the construction route are open and totally avoid the Vil-
4 lage as they are not happy with the condition of the highway and the established detour route.
5 The SBAA has requested that a coordinated promotion effort be enacted in order to mitigate
6 those losses, and Jackson and Lienau are recommending that up to \$12,000 be appropriated for
7 signage, “Open” flags, and advertising, on the condition that business owners be asked to pro-
8 vide matching funds. Background information, examples of signage which is being considered,
9 and cost estimates were included in the meeting packets, and the Board members jointly re-
10 viewed all of that documentation. The suggestions were made that more local radio stations be
11 utilized, that referrals be made to the Green Bay television stations to see if their reporters
12 would be interested in doing some human interest stories on the subject, and that press releases
13 be made on a regular basis. It was also the consensus that in all instances a “light hearted” ap-
14 proach should be taken to the problems business owners and residents are facing, and that
15 “what will be when the work is all done” should be stressed.

16
17 *A motion was made by Solomon, seconded by Baker that since there is an immediate need for*
18 *something to be done to enhance the business climate in the Village, Jackson and Funkhouser*
19 *shall collaborate on implementation of a business enhancement program ASAP. The maximum*
20 *amount of money which will be expended by the Village for that program is \$12,000. Motion*
21 *carried – All ayes.*

22
23 *At 7:54 P.M. another brief recess was taken and the Board reconvened at 7:59 P.M.*

24
25 **Item No. 10. Consider appointments to Committees and Boards:**

26 *A motion was made by Lienau, seconded by Clove that the following committee appointments*
27 *shall be made:*

28 *ECONOMIC DEVELOPMENT COMMITTEE – James Grasse;*

29 *EMPLOYEE BENEFITS OVERSIGHT COMMITTEE – Dave Lienau, Pat Duffy, Pam Abshire, Shane*
30 *Solomon, and a yet to be determined citizen member;*

31 *TEEN CENTER BOARD – Krystian Hallet;*

32 *WATERFRONT OVERSIGHT COMMITTEE – Dave Lienau, John Clove, Shane Solomon, Donna*
33 *Scattergood, a yet to be determined SBAA representative, and a yet to be determined citizen*
34 *member;*

35 *ZONING BOARD OF APPEALS – Mike Termini; and,*

36 *FIRE BOARD – Scott Baker.*

37
38 **Item No. 11. Report on County activities from the County Supervisor, Dave Lienau:**

39 Lienau noted that a packet of information concerning tax data for Door County was included in
40 the meeting packets. He urged the Board members to carefully review that data.

41
42 **Item No. 15. Review of the financial statements and consideration of a motion to approve the**
43 **monthly bills:**

44 Payment approval reports for the period December 12, 2013 through January 14, 2014 were
45 included in the meeting packets and the Board members jointly reviewed all of those docu-
46 ments.

47
48 *A motion was made by Duffy, seconded by Baker that the monthly bills totaling \$256,803.31*
49 *are all approved. Motion carried – All ayes.*

Item No. 16. Consider approval of Dorner Payment Request and Certification No. 2 in the amount of \$204,965.82:

A motion was made by Lienau, seconded by Duffy that Payment Request and Certification No. 2 which was submitted by Donohue & Associates is approved, and, therefore, Dorner, Inc. shall be paid \$204,965.82. Motion carried – All ayes.

Committee Reports:

(1) Administrative Committee/Public Relations Committee

The Administrative Committee/Public Relations Committee has not met recently.

(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee

No action based upon the minutes which were included in the meeting packets.

(3) Communication and Technology Committee

The Xooms have all been distributed to the Board members and are being utilized. The Communication and Technology Committee has suggested that an overhead projector and drop-down screen be installed at the Fire Station. The installation of the equipment will be coordinated with the Fire Chief.

(4) Door County Coastal Byways Commission

No action based on the minutes which were included in the meeting packets. Baker distributed a draft of the Coastal Byways Interpretive Manual and the Board members jointly reviewed that document.

(5) DCEDC

No action based on the minutes which were included in the meeting packets. The DCEDC met yesterday. A 25th anniversary celebration is being planned. When more information becomes available Baker and Jackson will see that it is provided to the Board members.

(6) Economic Development Committee

The Economic Development Committee just met last night, so those minutes have not been completed yet. Regular Economic Development Committee meetings will resume and the Committee will focus on marketing strategies, implementation of the Redevelopment Plan and delineation of other areas of the Village which could be studied for development potential.

(7) Finance Committee

The Finance Committee has not met recently.

(8) Fire Board and Fire District Exploratory Committee:

The Fire Board and Fire District Exploratory Committee have not met recently.

(9) Historical Society

The Historical Society has not met recently.

(10) Library Commission

No action based on the minutes which were included in the meeting packets.

(11) Marina Committee and Marina Fest Committee:

Due to a snowstorm Tuesday's Marina Committee Meeting was cancelled.

The Marina Fest Committee has not met recently.

(12) Parks

No action based on the minutes which were included in the meeting packets.

(13) Personnel Committee

The Personnel Committee has not met recently.

(14) Plan Commission

No action based on the minutes which were included in the meeting packets.

(15) SBAA

No action based on the minutes which were included in the meeting packets. Several of the Board members indicated that they believe the downtown farmer's market will be a great thing.

(16) Teen Center

No action based on the minutes which were included in the meeting packets. The kids are very pleased that Robbie LeClair was hired as a Teen Center Counselor and things seem to be going well.

(17) Tourism Zone Commission

No action based on the minutes which were included in the meeting packets.

(18) Utilities

No action based on the minutes which were included in the meeting packets.

Item No. 16. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:

In light of recent happenings in other municipalities, Lienau believes a formal policy should be established regarding actions to be taken by Village officials in the event dangerous or hazardous situations arise during a meeting. Jackson will do some research regarding this issue and see that a draft policy is created. As soon as the draft is available it will be referred to the Village Board.

Adjournment:

A motion was made by Baker, seconded by Abshire to adjourn the meeting of the Board of Trustees at 8:34 P.M. Motion carried – All ayes,

Respectfully submitted,



Janal Suppanz,
Administrative Assistant